



**DEPARTMENT OF THE ARMY**  
**ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY**  
**105 ARMY PENTAGON**  
**WASHINGTON DC 20310-0105**

**APR 13 2006**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Training Requirements for Permanent Issue of the Army Staff Identification Badge (ASIB) and Army Staff Lapel Pin (ASLP) - POLICY MEMORANDUM**

**1. References:**

a. HQDA Memo 1-11, HQDA Staff Officer Training Program, 7 October 2005.

b. HQDA Memo 672-1, Army Staff Identification Badge and Army Staff Lapel Pin, 1 November 2004.

**2. Policy.** Completion of the training requirements specified in the HQDA Staff Officer Training Program (reference a above) is a mandatory prerequisite for permanent issue of the Army Staff Identification Badge (ASIB) or the Army Staff Lapel Pin (ASLP).

**3. Applicability.**

a. Paragraph 6 of HQDA Memo 672-1 (reference b) prescribes who is eligible for permanent issue of the ASIB and ASLP. This policy applies to those eligible personnel assigned after 7 October 2005.

b. The HQDA Staff Officer Training Program (reference a) mandates specific training requirements for personnel assigned to HQDA. This is a summary:

(1) Officers (CPT through COL) and DA Civilians (GS 11 -15, or NAF equivalent) attend HQDA Action Officer Training within 45 days of arrival.

(2) Officers and noncommissioned officers (SFC through COL) and civilians (GS 11 -15, or NAF equivalent) attend the HQDA Staff Orientation within 90 days of arrival.

(3) Officers (Colonel and below) and Civilians (GS 9 - 15, or NAF equivalent) complete the Force Integration Course within six months of arrival.

**4. Implementation.** This policy supplements the procedures in DA Memo 672-1 (reference b) as follows:

SUBJECT: Training Requirements for Permanent Issue of the Army Staff Identification Badge (ASIB) and Army Staff Lapel Pin (ASLP) - POLICY MEMORANDUM

a. Eligible personnel assigned prior to 7 October 2005 are not required to complete the training specified in reference a for permanent issue of the ASIB or ASLP. Prepare and submit HQDA Form 43 in accordance with the procedures in para. 7 of reference b.

b. For eligible personnel assigned after 7 October 2005:

(1) Prepare and submit HQDA Form 43 in accordance with the procedures in para. 7 of reference b. The requesting official's signature on this form signifies that all training requirements have been met. No additional documentation is required.

(2) If otherwise eligible individuals are unable to complete the required training, requesting officials request an exception using the procedures in para. 7 of reference b.

5. This policy will be incorporated into the next revision of DA Memo 672-1. The point of contact for this memorandum is Strategic Management and Innovations Branch, Mr. Brian Hoey, 693-3116, or Ms. Colleen Carey, 697-1341.



JOYCE E. MORROW

Encls

DISTRIBUTION:

Assistant Secretary of the Army (Acquisition, Logistics and Technology)  
Assistant Secretary of the Army (Civil Works)  
Assistant Secretary of the Army (Financial Management and Comptroller)  
Assistant Secretary of the Army (Installations and Environment)  
Assistant Secretary of the Army (Manpower and Reserve Affairs)  
General Counsel  
Chief Information Officer  
The Inspector General  
The Auditor General  
Deputy Under Secretary of the Army  
Deputy Under Secretary of the Army (Operations Research)  
Chief of Legislative Liaison  
Chief of Public Affairs  
Director, Small and Disadvantaged Business Utilization  
Deputy Chief of Staff, G-1  
Deputy Chief of Staff, G-2  
Deputy Chief of Staff, G-3/5/7  
(CONT)

SUBJECT: Training Requirements for Permanent Issue of the Army Staff Identification Badge (ASIB) and Army Staff Lapel Pin (ASLP) - POLICY MEMORANDUM

DISTRIBUTION: (CONT)

Deputy Chief of Staff, G-4

Deputy Chief of Staff, G-8

Assistant Chief of Staff for Installation Management

Chief of Engineers

The Surgeon General

Chief, National Guard Bureau

Chief, Army Reserve

The Judge Advocate General

Chief of Chaplains

Sergeant Major of the Army

Vice Director of the Army Staff

Executive Communications and Control

CF:

Secretary of the Army

Chief of Staff, Army

Under Secretary of the Army

Vice Chief of Staff, Army